

**PERSONNEL AND LABOR RELATIONS COMMITTEE**

**August 26, 2020**

**County Boardroom, Green County Courthouse**

**6:00 PM**

**Members Present**

Art Carter  
Herb Hanson  
Erica Roth  
Kristi Leonard  
Jerry Guth  
Richard Thoman  
Harvey Mandel

**Others Present**

Arianna Voegeli  
Delores Merrick  
Dan Williams  
Andrea Sweeney  
Brian Bucholtz  
Craig Nolen  
Cynthia Meudt  
Clayton Ruegsegger  
Barb Miller

Harvey Kubly  
RoAnn Warden  
Barb Krattiger  
Gloria Baertschi  
Tom Vale  
Joan Rufenacht  
Todd Jenson  
Adam Wiegel  
Jayne Butts  
Chris Narveson\*

\*Indicates virtual presence (phone/zoom)

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The meeting was called to order by the Chair Art Carter.

**Motion by Leonard, seconded by Roth to approve the corrected minutes of the June 24, 2020 Personnel meeting. Motion carried on a voice vote.**

**Motion by Guth, seconded by Leonard to approve the minutes of the July 29, 2020 Personnel meeting. Motion carried on a voice vote.**

The committee considered the request for reclassification and revised job description for the Land and Water Conservation Technician position and new job description and wage scale placement for the Land and Water Soil Conservationist position (Exhibit 1). **Motion by Leonard, seconded by Roth to approve the revised job description and reclassification of the Conservation Technician from Payroll Group 9, Grade 16, Step 1 to Grade 17, Step 1; and new job description and wage scale placement of Payroll Group 9, Grade 18, Step 7 for the present employee for the Land and Water Soil Conservationist position. Motion is contingent upon the 2021 budget for the Land and Water Conservation department meeting the budget parameters set forth by the Finance and Accounting Committee. Motion carried on a voice vote.**

The committee considered the request for reclassification and revised job description for the Deputy Register of Deeds (Exhibit 2). **Motion by Guth, seconded by Thoman to approve the revised Deputy Register of Deeds job description with the removal of "Office Supervisor" from the job title. Motion carried on a voice vote. Motion by Guth, seconded by Leonard to approve the reclassification of the Deputy Register of Deeds position from Payroll Group 9, Grade 12, Step 8 to Payroll Group 7, Grade 9, Step 8, effective January 1, 2020. Motion carried on a voice vote.**

The committee considered a request for reclassification for the Circuit Court Judicial Assistant and Register in Probate positions (Exhibit 3). **Motion by Guth, seconded by Mandel to approve the reclassification of the Judicial Assistant position from Payroll Group 9, Grade 12, Steps 8 and 5 for the present employees to Payroll Group 7, Grade 9, and Steps 8 and 5; as well as to approve the reclassification of the Register in Probate position from Payroll Group 9, Grade 14, Step 8 for the present employee to Payroll Group 7,**

**Grade 12, Step 8 for the present employee. Motion is contingent upon the 2021 budget for the Green County Circuit Court Branch 2 meeting the budget parameters set forth by the Finance and Accounting Committee. Motion carried on a voice vote.**

The committee considered the request for reclassification and revised job description for the Public Health Director (Exhibit 4). The committee would like to see more comparables from counties similar to Green County for their Public Health Director's wages. The committee directed RoAnn Warden, Public Health Director, to take the comparable documentation back to the Public Health Committee for a revised recommendation on reclassification and then bring back to the PLRC Committee for consideration. No action was taken on the request for reclassification and revised job description.

The committee considered the request for reclassification and revised job description for the Victim/Witness Coordinator-Office Manager position for the District Attorney's office (Exhibit 5). **Motion by Leonard, seconded by Roth to approve the revised job description and reclassification of the Victim/Witness Coordinator-Office Manager from Payroll Group 9, Grade 8, Step 8 for the present employee to Payroll Group 7, Grade 12, Step 8. Motion is contingent upon the 2021 budget for the District Attorney's office meeting the budget parameters set forth by the Finance and Accounting Committee. Motion carried on a voice vote.**

The Zoning Administrator stated that he was unable to meet the 2021 budget parameters and identify funding for the reclassification of the Zoning Administrator, Assistant Zoning Administrator, and/or Zoning Technician and the request for reclassification was withdrawn.

The committee considered the request for reclassification of the Deputy Clerk of Court and Chief Deputy Clerk of Court positions (Exhibit 6). **Motion by Thoman, seconded by Mandel to approve the reclassification of the Deputy Clerk of Court positions from Payroll Group 9, Grade 11, Step 8 for four of the present deputies and Step 4 for the fifth deputy to Payroll Group 7, Grade 9, Step 8 for four of the present deputies and Step 5 for the fifth deputy, as well as approve the reclassification of the Chief Deputy Clerk of Court position from Payroll Group 9, Grade 13A, Step 8 for the present Chief Deputy to Payroll Group 7, Grade 12, Step 8 for the present employee. Motion is contingent upon the 2021 budget for the Clerk of Circuit Court meeting the budget parameters set forth by the Finance and Accounting Committee. Motion carried on a voice vote.**

The committee considered the proposed job description for the Administrative Coordinator (Exhibit 7). **Motion by Thoman, seconded by Leonard to approve the job description as proposed with a review of the job description in one year. Motion carried on a voice vote.**

The committee considered a request for a temporary reclassification of a current human services employee (Exhibit 8). **Motion by Guth, seconded by Roth to temporarily reclassify Lisa Marty, the present CCS Mental Health Professional, to the pay group and grade of CCS Service Director effective August 14, 2020. Motion carried on a voice vote.**

The committee considered a request to create a Children's Long-Term Support/Birth-3 (CLTS/B-3) Case worker position (Exhibit 9). **Motion by Mandel, seconded by Hanson to approve the creation of the CLTS/B-3 Case Worker Position. Motion carried on a voice vote.**

Agenda item # 14 was not considered due to the candidate dropping out.

The committee discussed the telecommuting policy. No changes were made to the policy. The committee agreed that department heads may be flexible and authorize employees within their departments to modify their work schedules so long as the office hours (hours open to the public) do not change. This also addresses agenda item # 17.

The committee discussed masks for county employees and agreed that department heads may require the use of masks within their departments.

The committee reviewed the Human Resources Director's work on the wage scale (Exhibit 10). The committee directed her to continue working on the wage scale.

The Human Resources Director presented the 2021 Human Resources budget (Exhibit 11). **Motion by Guth, seconded by Thoman to approve the 2021 Human Resources budget. Motion carried on a voice vote.**

Current overtime usage was distributed (Exhibit 12). There was no action taken.

Committee Chair Art Carter read the statement of purpose for the closed session as follows: *Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session pursuant to Wis. Stats. 19.85(1)(e), and the following agenda item: Sheriff's Union labor negotiations.*

**Motion by Hanson, seconded by Thoman to enter into closed session. Motion carried unanimously as announced by Chair Carter.**

**Motion by Thoman, seconded by Hanson to reconvene to open session. Motion carried unanimously as announced by Chair Carter.**

Exit reviews were distributed (Exhibit 13). There was no action taken. There were no resolutions, travel requests, or bills for the committee's approval.

**Motion by Mandel, seconded by Roth to adjourn. Motion carried on a voice vote.**